

## **Position Description**

**Title: Custodian (Part-Time)**

**Mississippi Valley Library District**

**June 2019**

### **I. Job Purpose:**

Under the direction of the Executive Director, support the overall mission of the Library by ensuring the library buildings are in operating order. The custodian primarily performs routine cleaning and day-to-day maintenance of the library buildings. This position may open and/or secure library buildings.

### **II. Essential Responsibilities**

- Service, clean, sanitize, and supply restrooms.
- Sweeps, mops, washes and waxes floors.
- Vacuums carpets; empties waste and recycle bins, dusts and polishes furniture, woodwork, and equipment; and cleans water fountains, windows, and doors.
- Cleans and disinfects soiled furniture and/or floors, using proper supplies, equipment, and disposal processes.
- Perform meeting room set up and take down, and cleaning of the furniture and rooms.
- Picks up litter on parking lot and grounds.
- Assist and/or perform opening and closing procedures of the building.
- Moves furniture as necessary.
- Assists with the creation of special displays.
- Loads, moves, and unloads books and other materials. Handles shipments from suppliers.
- Operates light equipment such as cleaning equipment and power and hand tools.
- Perform light plumbing as needed, including unclogging toilets and sinks.
- Seasonal duties may include snow and ice removal and salting of sidewalks, sweeping stairs and sidewalks, and cleaning filters on the inside and outside HVAC.
- Will be required to occasionally operate a motor vehicle to transport items from one location to another or for travel to other location for custodial duties.
- Utilize a computer and/or mobile device with access to receive instruction, work orders, daily duties, etc., and mark them as complete.

### **III. Knowledge, Skills and Abilities**

- General understanding of service standards and procedures within a public building.
- Professional written and verbal communication skills.
- Ability to operate light industrial cleaning and maintenance equipment.
- Knowledge of cleaning agents, materials and solvents.
- Ability to follow directions.
- Ability to maintain a safe environment for public and staff.
- Ability to adjust workflow and be flexible in reacting to immediate needs/issues.
- Ability to project a professional attitude and demeanor.
- Ability to execute good judgement, while following procedures, in support of library policies.

**IV. Education and/or Other Requirements**

- High school diploma or equivalent.
- Minimum of 1 year of custodial experience preferred.
- Proficiency with Microsoft Office Suite preferred.
- Valid driver's license and good driving record.
- Ability to travel locally on behalf of the Library.

**V. Physical Requirements:**

- Primarily active work that requires standing, walking, stooping or crouching, climbing, kneeling, crawling, balancing, reaching, pushing, grasping, hearing, and talking.
- Able to reach, push, lift, and carry heavy containers (up to 75 pounds) during a work shift.
- Able to move furniture, change light bulbs, utilize manual tools, power tools, and custodial equipment, climb ladders and stairs, carry trash, and shovel snow in various weather conditions.
- Able to tolerate exposure to nontoxic fumes, airborne particles, outdoor allergens, and cleaning chemicals.
- Able to tolerate exposure to differing temperatures internally and externally.
- Able to read, write, and communicate fluently in English.
- Able to perform work on a computer, laptop, iPad, or other electronic device, with visual acuity to read materials in 8 point font.

**Note:**

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be assigned other duties in addition to or in lieu of those described above and any duties are subject to change at any time.